

TOWN OF LOS ALTOS HILLS

26379 Fremont Road
Los Altos Hills, CA 94022
Phone: (650) 941-7222
www.losaltoshills.ca.gov



Conditional Development Permit

Revised- 7/12/02

NOTE: A Pre-Submittal meeting with a Planner is the first step in the application process. This meeting is REQUIRED.

This application packet provides the information necessary to apply for a Conditional Development Permit for any improvements to property that has a Lot Unit Factor of less than 0.50. The Conditional Development Permit provides an additional level of review for development on very small lots or lots with steep terrain or other constraints.

Conditional Development Permit Application

A Conditional Development Permit is required any time a proposed project is located on a property with a lot unit factor of 0.50 or less. The Planning Commission, in reviewing a Conditional Development Permit application, determines whether the proposed level of development is appropriate, based on the design, and how it fits the site and the surrounding neighborhood.

In addition, the Planning Commission has the authority through the permit process to restrict the Maximum Floor Area (MFA) and Maximum Development Area (MDA) to levels it feels is appropriate for the property. *The 4,000 SF of MFA and 5,000 SF of MDA generally allowed for any lot in Town are not guaranteed for a Conditional Development Permit lot.*

Application Process and Requirements

The application requirements for a Conditional Development Permit are generally the same as those for any other Site Development Permit. A complete application includes all of the information required by the Planner as indicated on the Application Checklist completed at the Pre-Submittal meeting. A complete application includes submittal of FINDINGS in support of the Conditional Development Permit.

Processing Applications Simultaneously

In order to expedite the processing of all necessary permits, your applications for Zoning Permit, Site Development Permit, Conditional Development Permit, and any necessary Variance or Conditional Use Permit, will be processed simultaneously. The applications will be scheduled for the same Planning Commission agenda. Plans submitted should be titled "Conditional Development Permit and Site Development Plan".

Planning Department Review

Once accepted, the application is reviewed to assure that it is complete and complies with all aspects of the Zoning Ordinance. This process usually takes two to four weeks. The Conditional Development Permit application will be routed to reviewing agencies which may include the Engineering Department, Fire Department, Santa Clara Valley Water District, Town Geologist, Pathways Committee and Environmental Design & Protection Committee.

Planning Commission Hearing

Once comments and recommendations are received from reviewing agencies, the application is scheduled for a public hearing before the Planning Commission (usually six to eight weeks from date of submittal). The Planning Department prepares a staff report and the Planning Commission holds a public hearing, considers evidence in support of the necessary findings, Section 10-1.1107 (c) of the Zoning Ordinance, and either grants or denies the permit on the basis of the findings.

City Council Concurrence with Planning Commission Decision

The decision of the Planning Commission will appear on the consent calendar of the City Council for concurrence at their next regularly scheduled meeting, usually three weeks later. If the Council concurs with the Planning Commission action, and no member of the public files an appeal of the Commission decision within 21 working days, the process is complete. If any member of the Council wishes to appeal the decision, or any member of the public files an appeal within the period between the Commission and Council meetings, the item will be scheduled for public hearing before the City Council. Once the City Council has made a decision, the process is complete.

Findings

The findings for a Conditional Development Permit are as follows:

1. The site for the proposed development is adequate in size, shape, and topography to accommodate the proposed intensity of development, including all structures, yards, open spaces, parking, landscaping, walls, and fences, and other such features as may be required by this chapter;

2. The size and design of the proposed structures create a proper balance, unity and harmonious appearance in relation to the size, shape, and topography of the site and in relation to the surrounding neighborhood;

3. The rural character of the site has been preserved as much as feasible by minimizing vegetation and tree removal, excessive and unsightly grading and alteration of natural land forms.

4. The proposed development is in compliance with all regulations and policies set forth in the Site Development Ordinance.